

**CONFIDENTIAL**

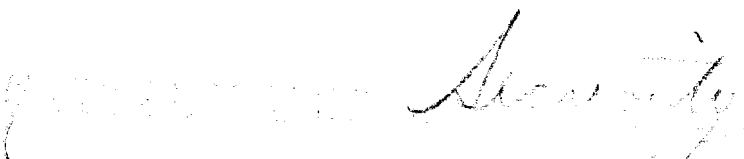

17 JUL 1962

25X1  
2015 62-3643  
62-5114  
25 July 62  
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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Fire Drill - South Half Headquarters Building

1. This memorandum is for information only.
2. On 17 July 1962, a fire drill was conducted for occupants of the South Half of the Headquarters Building. Ninety per cent (90%) of the personnel in this portion of the building was evacuated within six minutes after the initial sounding of the alarm at 0930 hours. The remaining personnel cleared the exits within nine minutes.
3. The GSA Fire Marshal and his Assistant were informal observers during this drill and stated that they thought the drill was run in a satisfactory manner.
4. One minor injury resulted when an employee fainted in the Main Entrance assembly area. The Medical Staff representatives who report to the Control Center in the Building Security Office during emergencies, responded and treated this individual.
5. The Security Patrol representatives who are stationed at all exits during emergencies received 50% reporting of areas all clear within ten minutes of the initial alarm. This can be considered good since 100% reporting can hardly be expected within 20 minutes of the alarm.
6. This drill was an announced drill for the purpose of acquainting occupants of the building with their egress routes and wardens with their duties. It would appear that this purpose was successfully accomplished with a few minor discrepancies that will be corrected in the near future.

  
  
Edwards  
Director of Security

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Excluded from automatic  
downgrading and  
declassification

Executive Director *L. K. White*

MEMORANDUM FOR: *2* General Carter *[initials]*

For your information.

*[Handwritten mark]*  

L. K. White

ER

19 JUL 1962  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

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